## Form 486

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KENTUCKY DEPARTMENT FOR LIBRARIES & ARCHIVES
APRIL 26, 2018

### What is the Form 486?

### The 486 has three purposes:

- Accept and release funding committed to your library
- Indicate that service has started or the earliest date it will start
- Make certifications regarding compliance with the Children's Internet Protection Act (CIPA)

A Form 486 must be certified before any E-rate invoicing forms can be filed, either by the service provider or the applicant.

## Notes on CIPA Compliance (1/2)



## Compliance with the Children's Internet Protection Act (CIPA) has 3 parts:

- Internet Safety Policy that includes certain requirements for protecting children who use the internet at the library
- Public meeting to discuss the policy
- Technology Protection Measure filter to block visual images that are obscene, child pornography, or [sexual material] harmful to minors)

## Notes on CIPA Compliance (2/2)

Libraries <u>must</u> comply with CIPA if they receive funding for internet access or any Category Two equipment and services.

• Exception: compliance is not required if the library receives support only for telecommunications (voice or transport).

Compliance is critical; if you're audited and found not to be in compliance, you may have to return multiple years of funding! DO NOT ACCEPT E-RATE FUNDING IF YOU CAN'T CERTIFY CIPA COMPLIANCE!

View the KDLA webinar, "Internet Filtering: CIPA Compliance", on the E-rate section of the Archived Webinars page: <a href="https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx">https://kdla.ky.gov/librarians/staffdevelopment/kdlaarchivedwebinars/Pages/default.aspx</a>

### **Dates & Deadlines**

### **Deadline for filing the Form 486:**

120 days from start of services OR

120 days from the date on the Funding Commitment Decision Letter (FCDL)

whichever comes latest.

**Recurring services** = internet, phone, or other service that happens on a regular schedule

**Service Start Date** must occur between July 1 – June 30 of the funding year.

Not sure about the deadline? Use this tool and select FCC Form 486:

http://www.usac.org/sl/tools/deadlines/De fault.aspx

Non-recurring services such as equipment purchases are also called one-time purchases.

Service Start Date is normally listed as July 1, the earliest possible date to list on the Form 486. Use July 1 even if your library opts for early Category Two purchase & installation which can occur from April 1 to June 30 before the normal funding year starts.

## Early Filing for FY 2018

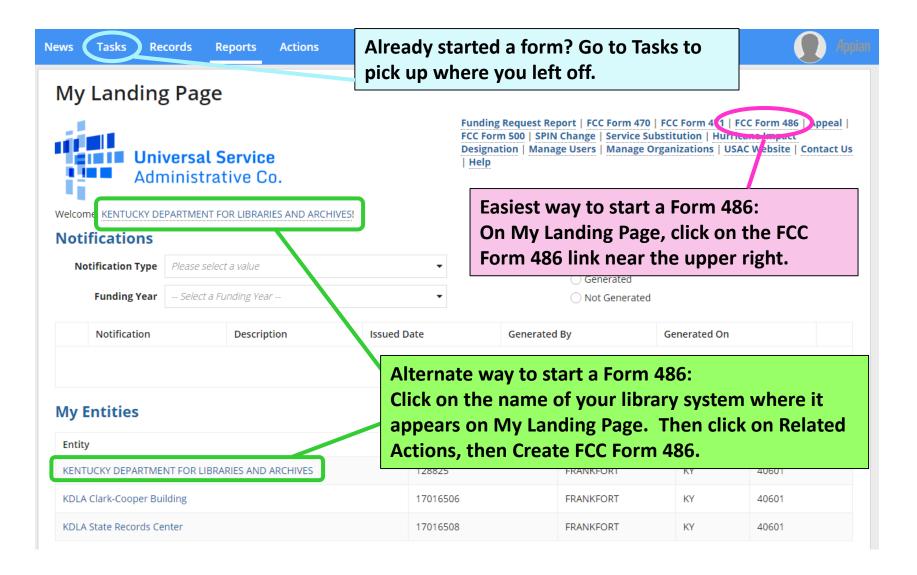
Many Kentucky libraries will have the option to early-file the Form 486 for FY 2018. This often hasn't been possible in the past three years due to late availability of funding commitments and the form itself.

### In order to file the Form 486 early, the following must be true:

- Your library has received its Funding Commitment Decision Letter (FCDL)
- The services listed on the Form 486 <u>haven't started yet</u> but will start in the month of July
- Your library can truthfully make all of the certifications on the form, including CIPA compliance (if required)
- Your library is filing the Form 486 on or before July 31.

For more information on the Form 486, see the 'Starting Services' section for applicants on the USAC website: https://www.usac.org/sl/applicants/step05/default.aspx

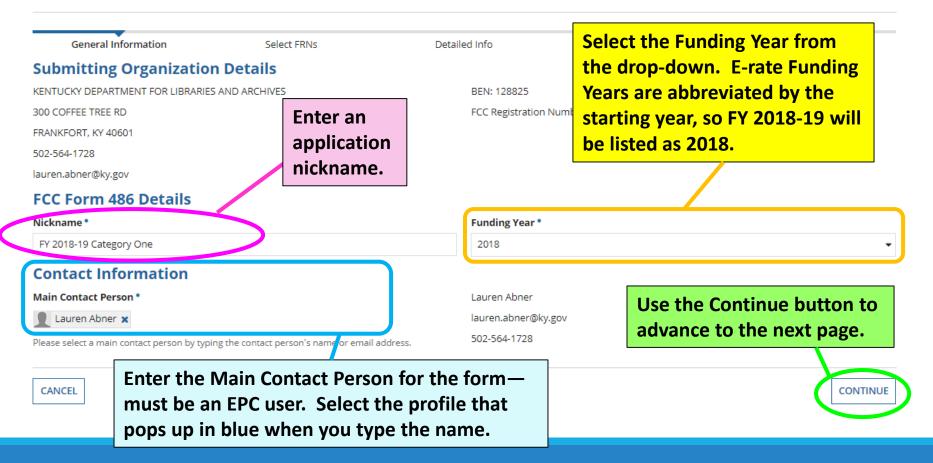
### Where do I find the Form 486?



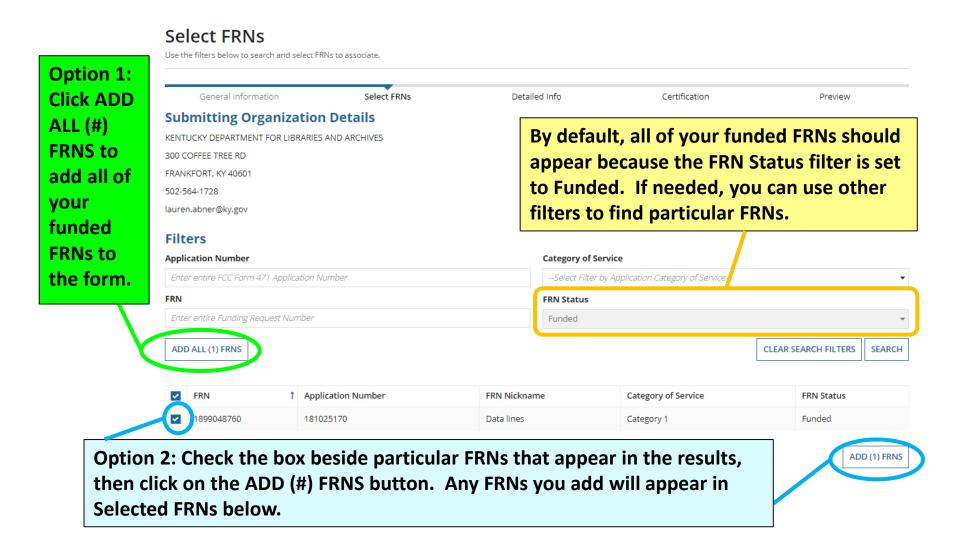
### Form 486 – General information

SAVE DRAFT

#### Create FCC Form 486

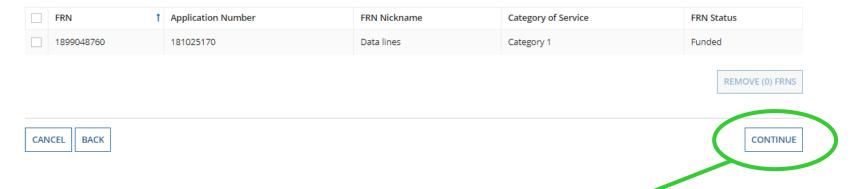


### Form 486 – Select FRNs



### Form 486 – Selected FRNs

#### Selected FRNs



Once the desired funding requests appear in the Selected FRNs section at the bottom of the page, click on Continue.

### Form 486 – Service Information

#### FCC Form 486

General Information

#### **Billed Entity Informat**

KENTUCKY DEPARTMENT FOR LIBRA

300 COFFEE TREE RD FRANKFORT, KY 40601

502-564-1728

lauren.abner@ky.gov

By default, the form will display the Service Start Date for each FRN as it appeared on the Form 471—generally this will be July 1<sup>st</sup>, and the form will not allow you to enter an earlier date. While the form uses the phrase 'Actual Service Start Date', you are reporting the *earliest possible* Service Start Date. The overwhelming majority of FRNs should have July 1 as the start date. For Category Two FRNs, list July 1<sup>st</sup> even if you opted for early purchase or the purchase won't be made until later in the year. Exceptions: FRNs involving mid-year changes (starting a new contract, switching services providers, etc.).

#### Service Information

Please confirm that the information below is complete and accurate for the service(s) that you are confirming. Although it is uncommon, you may need to edit a service start date. To do so, select the FRN(s) you wish to update from the grid below. You may select multiple FRNs.

Please note that the Service Start Date in the below grid is from the FCC Form 471.

~	FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Actual Service Start Date
~	1899048760	181025170	Data lines	143004793	Commonwealth Office of Technology	7/1/2018	7/1/2018

Actual Service Start Date for the Selected FRN(s)

08/01/2018

UPDATE SELECTED FRNS START DATE

RARE: To correct dates, check the box to the left of the FRN(s), enter the correct date, and click the button to update.

CANCEL BACK

CONTINUE

Once all dates are correct, click on Continue

### Form 486 – Early Filing and CIPA Waiver

#### FCC Form 486

General Information Select FRNs Detailed Info Certification Preview **Billed Entity Information** 

KENTUCKY DEPARTMENT FOR LIB

300 COFFEE TREE RD

FRANKFORT, KY 40601

502-564-1728

lauren.abner@ky.gov

FY 2018-19 - check Early Filing ONLY if both conditions are true:

- You're filing the Form 486 on or before July 31st AND
- The services on the form haven't started yet but the service provider has b) indicated the services will start on or before July 31st.

#### Early Filing

THE BOX BELOW IF THE FRNS ON THIS FCC FORM 486 ARE FOR SERVICES STARTING ON OR BEFORE JULY 31 OF THE FUNDING YEAR.

Funding Requests listed in this FCC Form 486 have been approved by USAC as shown in my Funding Commitment Decision Letter (FCDL). I have confirmed with the service provider(s) eatured in those Funding Requests that these services will start on or before July 31 of the Funding Year.

#### **CIPA Waiver**

CHECK THE BOX BELOW IF YOU ARE REQUESTING A WAIVER OF CIPA REQUIREMENTS FOR THE SECOND FUNDING YEAR IN WHICH YOU HAVE APPLIED FOR DISCOUNTS IF YOU AS THE LED ENTITY ARE THE ADMINISTRATIVE AUTHORITY.

I am providing notification that U.S.C. § 254(h) and (l), because that the schools of libraries re Funding Year in which they app

CIPA Waiver is very, very rare, and you must meet a specific qualification in order to make this certification.

on(s) otherwise required. I certify its before the start of the Third

CANCEL

**BACK** 

SEND FOR CERTIFICATION

CONTINUE

Click Continue to go to the Certifications.

## Certifications

#### FCC Form 486

General Information Select FRNs Detailed Info **Certification Preview** 

#### **Billed Entity Information**

KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES

300 COFFEE TREE RD

FRANKFORT, KY 40601

502-564-1728

lauren.abner@ky.gov

Billed Entity Number: 128825

ALL FILERS should check both boxes under Certifications.

#### Certifications

- It canny that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) seed above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- Implementation that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.

### **CIPA Certifications**

Check 1<sup>st</sup> option if your library is CIPA compliant. Most Kentucky libraries must comply with the Children's Internet Protection Act (CIPA) in order to receive E-rate discounts.

#### **CIPA Certifications**

- ocertify that as of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
  - certify that as of the date of 254(h) and (i), the recipient(s) IN THE FIRST FUNDING YEAR comply with the requirement

RARE: Check 2<sup>nd</sup> option if this is your library's first year since FY 2001 applying for Internet Access or Category Two and you're working towards compliance.

certify that as of the date of the start of discounted services: The Children's Internet Protection Act does not apply because the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 is (are) receiving discount services only for telecommunications services.

CANCEL

BACK

Check 3<sup>rd</sup> option if you're applying for Telecommunications Services only and don't need to comply with CIPA.

PREVIEW

Once the correct CIPA certification is selected, click on Preview.

# Certify

#### FCC Form 486

General Information Select FRNs Detailed Info Certification **Preview** 

#### Form Details

Nickname FY 2018 Category One

#### **Billed Entity Information**

486 Training Ind. Library\_1000024

700 12th St NW #900

Washington, DC 20005

123-456-7890

ab@testmail.usac.org

#### Main Contact

Name Library Admin 1000024

Phone Number 123-456-7890

After clicking on Print Preview, you'll see a page that shows all of the information you entered. Only the certifications you selected on previous pages will be listed – on FY 2018 forms, the majority of libraries should see only 3 certifications on this page. If you need to make corrections, click on the Back button to return to previous pages.

#### Service Information

FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Actual Service Start Date
1699003050	161002883	Cat 1 Funding Request Nickname	14010001	USAC Service Provider Organization 1	12/7/2016	12/7/2016

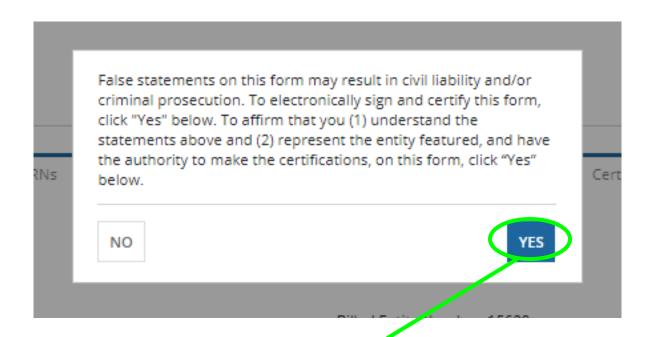
#### Certifications

- I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receiper of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.
- I certify that as of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).

CANCEL BACK

PRINT PREVIOW CERTIFY

## Pop-up warning



On the pop-up warning, click Yes to finish certifying your form.

## **Certifier Information**

#### Certifier Information

You have successfully filed FCC Form 486

Click here to view and print the FCC Form 486

**Certification Date** 

4/26/2018 10:05 AM EDT

**Authorized Person** 

Name Library Admin 1000024

Title Account Admin

Employer 486 Training Ind. Library\_1000024

**Address** 700 12th St NW #900

Washington, DC 20005

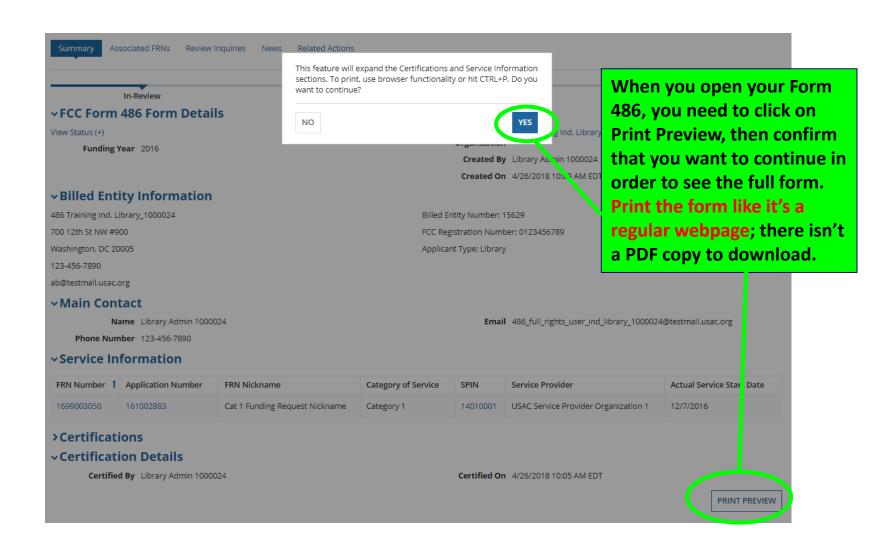
**Phone** 123-456-7890

Email 486\_full\_rights\_user\_ind\_library\_1000024@testmail.usac.org

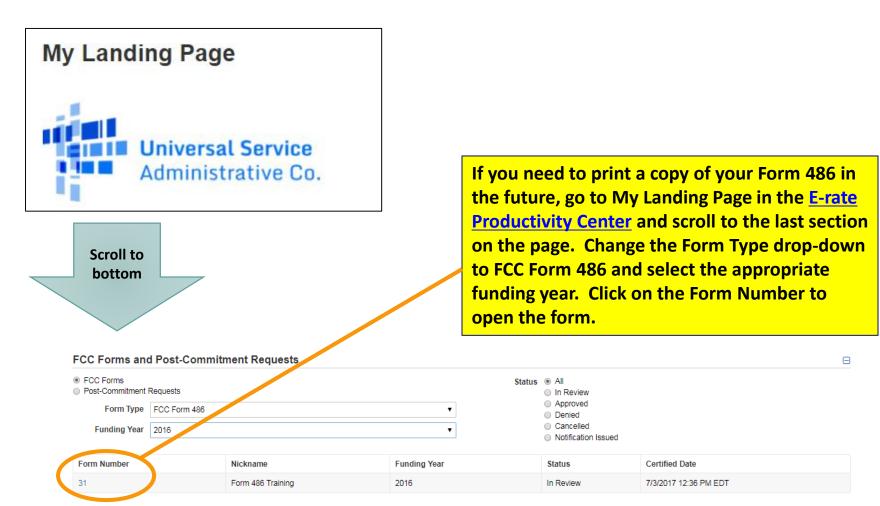
The Certifier Information page appears immediately after you certify. Print this page for your records. You can also access this information later from the Notifications section on My Landing Page.

Click on the link to view your certified Form 486 and print a copy for your records.

## Print Form 486

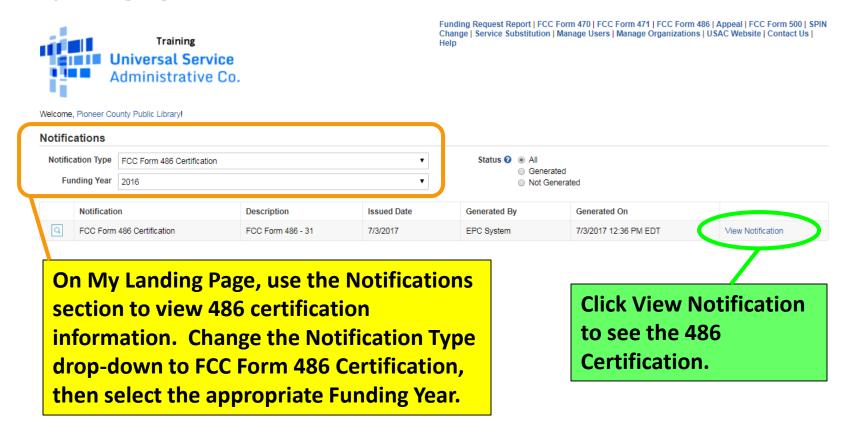


## Finding your form on My Landing Page



## Certification on My Landing Page

#### My Landing Page



### USAC Guidance on the Form 486

- Form 486 Filing page on USAC website
  - https://www.usac.org/sl/applicants/step05/form-486.aspx
- USAC has announced a Form 486 webinar for May 23, 2018 at 3:00 ET. Go to the USAC Trainings & Outreach page to register:
  - https://www.usac.org/sl/about/outreach/default.aspx
  - A recording of that new USAC webinar will later be added to the Online Learning Library: <a href="https://www.usac.org/sl/about/outreach/online-learning.aspx">https://www.usac.org/sl/about/outreach/online-learning.aspx</a>

## Questions?



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(502) 564-1728



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